

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Chief Executive's
JOB TITLE:	Assistant Chief Executive
GRADE:	Band 16
JD REF:	H237
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	<p>To assist the Chief Executive and the Council's Executive Management Team in the corporate management of the Council.</p> <p>To represent the Chief Executive with external stakeholders and groups, including external task & finish groups. This includes supporting Executive Directors when they are deputising for the Chief Executive.</p> <p>To assist the Leader of Council in his community leadership role.</p> <p>To lead on external affairs, corporate policy, consultation, engagement and establishing, coordinating and managing external relationships with the Chief Executive and the Executive Directors.</p>
Service/ Functions:	<ul style="list-style-type: none"> • Corporate Policy and Strategy • Corporate Affairs, including representing the Chief Executive with external stakeholders and groups • Corporate Performance monitoring and reporting • Communications and engagement • Strategic research (Residents Survey, Budget Engagement) • Coordinating and delivering engagement with Central Government and Regional Partners including the Combined Authority

Employees:	This postholder leads and manages a mix of professional and technical staff across policy, strategy, performance and communications & engagement. The staff complement amounts to circa 19 FTE. The postholder will also provide leadership to cross-directorate, matrix and task & finish teams.
Budget	<p>The postholder has a particular responsibility to provide policy, communications and engagement support to the Council's budget setting process to ensure resources are aligned to the Corporate priorities and that arrangements are in place to track progress.</p> <p>The gross budget directly managed by this postholder amounts to circa £1m.</p>
Other Resources	As required to ensure that both day to day and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council's Constitution, Vision and Corporate plan and meet statutory requirements and democratic processes in a manner that is transparent, efficient and effective. The postholder has particular responsibility for ensuring delivery of the Corporate Plan and associated monitoring arrangements.

JOB PURPOSE:

To support the Chief Executive as principal strategic adviser on corporate strategy, policy, priorities and performance.

To represent the Chief Executive with external stakeholders and groups, including external task & finish groups. This includes supporting Executive Directors when they deputise for the Chief Executive.

To play a constructive role as a member of the Council's Executive Management and Strategic Leadership Teams. This entails contributing to collective responsibility for the corporate leadership of the Council and delivery of effective strategic direction, leadership and resource management (people, finance and other assets).

To lead on key corporate services which ensure the Council has the right frameworks and processes to deliver its ambitions and track progress and performance. The services within the remit of this post play a central role in ensuring the Council, its Members and Officers, understand how different activities fit within the overall Corporate Plan Priorities. The ACX will be accountable to the Chief Executive for the following functions:

- Corporate Plan and contributing to the development of a County Mission with the Executive Director, Public Health, Inequalities and Stronger Communities
- Ensuring best practice processes for monitoring and reporting

performance across the Council's services

- Contributing to the review and development of internal and external structures and governance
- Leading policy research and advice to EMT / SLT and other Members
- Corporate Affairs
- Communications & Engagement, ensuring the Council's key messages, services and plans are understood internally and externally as well as ensuring an effective Council reputation and brand management
- Corporate Consultation
- Research
- External partnerships and relationships, with the Executive Director, Public Health, Inequalities and Stronger Communities

To ensure Members of the Council are supported in their leadership & community roles

To oversee major corporate policy and strategy reviews

To ensure the Council's voice is heard in important national and regional issues – this will require activities to take place with local, regional or national partners, optimising shared resources. The post holder will be a participant in shaping and delivering activities which make the best use of the Council capacity working alongside partners.

To lead on corporate performance monitoring and reporting and advising on progress against the Council's three corporate priorities.

To contribute to corporate programme boards which develop strategy and policy.

To be accountable for those budgets related to the Service.

To lead by example and foster a culture across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations.

As a Director, ensure that effective governance and assurance processes, including reviews and audits are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the portfolio having regard to the decision-making framework and arrangements.

KEY FUNCTIONAL RESPONSIBILITIES:

To be the Chief Executive's principal adviser on corporate strategy, policy, priorities, performance, communications and corporate affairs. This involves ensuring arrangements are in place to review progress and performance so that timely and transparent information is provided to Council committees, enabling all appropriate bodies to make informed and timely decisions.

To represent the Chief Executive, at their request, as necessary.

Coordinating and managing key, external stakeholders and groups, including external task & finish groups on behalf of the Chief Executive and the Executive Directors.

Supporting the corporate leadership of the Council and delivery of effective strategic direction, leadership and resource management (people, finance and other assets), including leading cross-directorate matrix working.

Fully understanding and upholding the Constitution, Scheme of delegation and Contract Procedure Rules of the Council and ensuring they are followed and considered in the formulation of strategy, policy, communications and corporate affairs so that services can be resourced and delivered as efficiently and effectively as possible.

This post leads on the design and implementation of the Council's policy framework balancing legal requirements, recognising different service needs and those of Northumberland residents.

Lead support to the Chief Executive, Leadership, all Members and Executive Directors in developing the vision and priorities for the County and ensuring advice is provided on the most appropriate responses to internal and external drivers of change. This will involve providing specific advice in relation to the functions across the organisation and ensuring the Council engages in a transparent and positive way with communities and stakeholders.

Ensuring effective relationships between Members and Officers, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Ensuring the Council meets best practice standards relating to communication and engagement, delivering transparency and supporting services across the organisation.

Ensuring Northumberland's 'voice' is heard and understood in national, regional and countywide forums.

Delivering smart, impactful, dynamic and sensible Council communications and marketing campaigns.

PRINCIPAL ACCOUNTABILITIES

Ensuring the Council's Corporate Priorities align with, and shape national and regional policy. Coordinating local, regional and, national policy alignment across the Council's services.

Delivering a best-practice corporate performance monitoring and reporting function.

Leading leading-edge, transparent communication and engagement with all residents and stakeholders.

Support the Council's approach to equality, diversity and inclusion to ensure that services are designed and delivered in a way that reflects difference and shows understanding of the population's circumstances and needs.

Role model people-centred, values based and inclusive organisational behaviours that promotes innovation, creativity and improvement.

Optimise performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the directorate to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements as well as local frameworks, policies and procedures. In addition, the postholder is indirectly responsible for the whole of the Council's budget by ensuring that decisions on expenditure follow proper rules of governance.

Promote and maintain the highest standards of conduct by providing best practice advice.

Actively demonstrate commitment to an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.

Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the lead.

Provide assurance that strategies and plans enable appropriate levels of financial and governance control.

Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to place shaping, regeneration and care for people in need and position the Council as a decisive and influential organisation to maximise all available assets to provide the best possible services.

Ensure equality, diversity and cohesion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured, and diversity celebrated.

Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect the Council's reputation in making good decisions that make best use of public resources and comply with legislative requirements.

Take a proactive role within the Council's Corporate Emergency Planning arrangements, as a Tactical Lead (Silver Command). This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan.

To support the Returning Officer as a Deputy Returning Officer to deliver accurate and effective counts in local, regional and national elections.

Ensure that all duties and responsibilities are carried out in accordance with the Council's Constitution.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

NORTHUMBERLAND COUNTY COUNCIL

PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
<ul style="list-style-type: none"> • Work collaboratively across services and departments to deliver corporate excellence. • Work collaboratively with external partners to deliver excellent service. • Seek opportunities for partnership working at a local, regional, national level. • Clarify expectations, objectives and working arrangements of partnerships. • Contribute effectively to multi-partner projects. 	
Serving our Community	

- Developing and promoting the County Mission.
- Seek and act on feedback from the community.
- Influence Service and Corporate plans to reflect community needs
- Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community
- Promote equality of opportunity in service delivery

Working within the Political Arena

- Understand and actively support the role of Members.
- Understand and actively support the democratic process within Northumberland Council.
- Recognise the impact of Government and legislation on Council strategy and services.
- Consult, support, and keep Councillors informed.

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

Subject to Approval

NORTHUMBERLAND COUNTY COUNCIL

PART C: PERSON SPECIFICATION

DIRECTORATE:	Chief Executive
JOB TITLE:	Assistant Chief Executive
GRADE:	Band 16

Qualifications/Professional Development
Relevant professional qualification which demonstrates understanding of devising organisation -wide strategy in a complex setting and/or considerable experience in formulating strategy in large multifunctional setting
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development to demonstrate up to date understanding of local government legislation and standards.
Experience, Knowledge, and Skills
Proven achievement of corporate leadership success working in a large and complex organisation with comparable scope, responsibilities and resources and devising Strategies which address challenging circumstances .
Demonstrable track record in researching best practice across local governments and horizon scanning to ensure the organisation is able to assess and apply new initiatives where appropriate to achievement of the overall vision.
Significant and proven experience in leading the development and implementation of strategies which help an organisation to manage its reputation to positive effect incorporating appropriate marketing and brand management initiatives. The impact of these initiatives should be measurable.
Ability to operate sensitively in a political environment, developing relationships with all Members gaining respect, trust, and confidence and being accountable for effective decisions and delivery within a challenging environment.
Significant achievement in delivering major change which might be viewed as disruptive but necessary to achieve the organisation’s ambitions.
Experience of devising and implementing corporate performance frameworks and systems which support timely and effective scrutiny of performance at both a corporate and service level.

Experience of devising strategies which maximise opportunities for people to communicate and engage with the Council, whether as residents, partner or other stakeholders.
Significant experience of working with diverse communities to maximise opportunities for Co-design of services which reflect different needs and experience and promote equality so that people feel involved valued and empowered.
Evidence of personally leading within an organisational culture that models and embeds the practice of co-production and collaboration with people inside and outside the organisation.
Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.
Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources. Experience of corporate and political research skills.
Highly developed ability to devise long term strategies which are relevant and adaptable bringing in new ideas based on best practice, innovation, and proven solutions.
Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations. Evidence of working closely with a Chief Executive and representing them.
Strong personal and professional integrity and credibility that establishes respect, trust, and confidence especially in building relationships at the highest level.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation

Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.

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